

**Policy 7**

Last Reviewed/Updated: 05/18/2022

**IOEM Training Program Policy  
Face-to-Face Students**

This policy and any procedure(s) within will be reviewed and updated, if necessary, at least annually.

**General Guidelines**

- All courses will have a minimum of two instructors.
- All courses will start and end on time according to the times provided. Periodic breaks and a lunch break will be built into all courses.
- Pre-registration is required for ALL courses. No walk-ins will be accepted.

**Student Expectations**

- Students are expected to clear their schedules through the duration of class. Leaving class to attend meetings or other activities is not permitted.
- Students will receive course materials and information the week prior to the course. Students are expected to familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students will receive the course pre-test the week prior to the course. Students are expected to take the pre-test prior to the course start time.

**Attendance Policy**

Sign-in is required each day of the course to verify student attendance. Students are only permitted to miss a total of one hour of class and still receive credit. This time is meant to be used for emergency/urgent phone calls, issues, etc., not to attend scheduled appointments or tasks that take the student away from the classroom facility for extended periods. Students should speak with their supervisors before the start of the course to ensure this is possible. Students may complete the course while they are on duty as long as they are able to devote their full time and attention to the class.

**Testing**

Most courses require that a student pass a final test with a 75% or better score. Tests will be completed electronically. All exams are closed-book. Exams are scored upon completion. Students who do not pass the exam will be allowed the option to retake it. Students should inform an instructor immediately if they do not pass the exam on the first try and require a retake.

**Course Evaluation**

Upon course completion, students will be provided a link to an anonymous online course evaluation. Instructors will be provided the evaluation results as requested.

**Student Certificates**

Once students have completed and passed the class and completed a course evaluation, the Facilitator will verify with instructors that the student met attendance requirements. Once that is confirmed, a certificate will be generated and emailed to the student.